

 <div style="text-align: center;"> STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES </div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER 11.01.050	PAGE 1 of 2
		EFFECTIVE DATE April 2, 1996	
SUBJECT Automated Equipment Management System (EMS)		SUPERSEDES DPDR 11.01.050	DATED 12/15/1993
TITLE State Equipment Fleet	CHAPTER General Administration	APPROVED BY	

I. Purpose and Scope:

Introduction:

An Equipment Management System (EMS) is essential in maintaining information relative to all State Equipment Fleet (SEF) assets; billing agencies for replacement, operating and billable repairs; and creating financial reports.

Responsibility/Performance:

SEF Headquarters Staff: Ensure that the Equipment Management System is operational and the database is accurate. Provide training and management reporting.

Reference:

SEF Records Maintenance Policy 11.01.001.

II. Distribution:

All holders of the Procedure Manual, all SEF Equipment Fleet Manual holders, SEF Headquarters Staff.

III. Procedure:

A. SEF Headquarters Staff will maintain the Equipment Management System to provide the following information:

1. A computerized database containing information on all assets under the authority of the State Equipment Fleet. The system is to generate reports for analysis by management.
2. The system will provide cost data for billing other agencies for replacement, operating and billable maintenance, repairs and fuel.

STATE OF ALASKA

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3. The system will provide reports on original costs, purchases, sales and depreciation for year-end financial reports.
 4. Provide other reports, analyses, and fleet management information as needed.
- B. SEF Headquarters staff will work closely with the DOT&PF Information Services Section and the software vendor to insure that the system provides the necessary capability and reports.
- C. Maintain on-line access to basic equipment information for SEF personnel and other state users of equipment upon request.